December 22, 2020

Office Order No.:260-2020

For the greater interest of the Company, Ms. Sultana Razia (2855), Office Assistant, newly joined at the Head Office, Dhaka is hereby given posting to Claims Dept., Head Office, Dhaka as Docket Keeper.

Mr. Sultana Razia is advised to report her joining to the JSVP & Incharge, Policy Servicing & Claims Dept., Head Office, Dhaka by 24-12-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Ms. Sultana Razia (2855), Office Assistant.

C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD & CS.
3. The SEVP & Incharge, Administration Dept.
4. The JSVP & Incharge, Policy Servicing & Claims Dept.
5. Master file
6. Office Order file
7. Personal file.

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Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Ms. Sultana Razia (2855), Office Assistant.